

Use the sample agency WWX-3 signup letter below. Submit your original commitment letter on agency letterhead to the address below and by fax at (703) 305-7946. Upon approval, the Contracting Officer's Technical Representative (COTR) for civilian agencies, Edward Kelliher, will notify you that you are free to setup accounts with the WWX-3 awarded contractors. This letter will then be forwarded to Air Force Contracting Officer for WWX-3, Pamela Hall.

AGENCY LETTERHEAD

Date

Jeffery Thurston
Acting Assistant Commissioner
Office of Transportation and Property Management
General Services Administration (GSA)
2200 Crystal Drive, Suite 300
Arlington, VA 20406

Dear Mr. Thurston:

Federal agencies and eligible organizations are allowed an opportunity to participate as mandatory participants of the DoD Worldwide Express—Next Generation Contract (WWX-3) for International Express Small Package Delivery Services. The WWX-3 Contract is for one base year and two 1-year optional periods and covers international small package shipments up to 150 pounds.

The **[Agency Name]** will participate as a mandatory user of WWX-3, which was effective on October 1, 2004. The **[Agency Name]** is not precluded from participating in WWX-3 by an existing contract or other binding agreement.

[Individual's name] will serve as the **[Agency Name]** Agency Contracting Officer's Representative (ACOR). Contact information for the ACOR is:

ACOR Name:

Agency Name:

Mailing Address:

Telephone Number:

Fax Number:

E-mail Address:

If you need further information or have additional questions, you may contact **[Name of other Agency point of contact and phone number]**.

Sincerely,

(Agency's Authorizing Official's name and signature)
(Title)

